

METROPOLITAN AREA PLANNING AGENCY  
2222 Cuming Street  
Omaha NE 68102-4328  
Finance Committee  
April 19, 2017

The MAPA Finance Committee met April 19, 2017, in the MAPA conference room. Supervisor Patrick Bloomingdale called the meeting to order at 8:30 a.m.

ROLL CALL

Members Present

Patrick Bloomingdale, Secretary/Treasurer  
Clare Duda, Douglas County  
Tom Hanafan, Pottawattamie County (arrived at 8:32 a.m.)  
Gary Mixan, Sarpy County (arrived at 8:40 a.m.)

Staff

Natasha Barrett  
Melissa Engel  
Mike Helgerson  
Amanda Morales  
Greg Youell

Members Absent

Carl Lorenzen, Washington County; Carol Vinton, Mills County

A. Monthly Financial Statements (February 2017)

1. Bank Reconciliation (American National Bank) and Statements on Investments
2. Receipts and Expenditures
3. Schedule of Accounts Receivable/ Accounts Payable
4. Statement of Financial Position
5. Statements of Revenues and Expenditures

Ms. Engel presented the February financials.

B. FOR FINANCE COMMITTEE APPROVAL

1. Contract Payments: (Action)
  - a. Florence Home – PMT #2 - \$2,225.00
  - b. Live Well Omaha – CMAQ – PMT #9 - \$882.89
  - c. HDR Engineering - PMT #2 \$821.72
  - d. New BLK – PMT # 2 - \$2,400.00
  - e. Steve Jensen – PMT #8 - \$4,485.00
  - f. Douglas County GIS – PMT #3 \$20,836.23

Mr. Youell presented the contract payments. Florence Home for the Aged is requesting Federal Transit Administration (FTA), 5310 funding for paratransit services provided in December, to their elderly, disabled, and veteran residents. Live Well Omaha's contract payment is for their work in March on the Commuter Challenge project. HDR's payment is for on-call travel demand modeling services provided through March 4<sup>th</sup>. The New BLK is requesting payment for phase two of the Heartland 2050 website redesign and development. Steve Jensen's invoice is for consulting services on Heartland 2050 Implementation through March. Douglas County GIS is requesting transportation planning funds for their work in the third quarter of FY 2017

MOTION Duda SECOND by Hanafan to approve the contract payments as presented. MOTION CARRIED.

2. Contract Payments with exceptions: (Action)
  - a. Sarpy County – PMT #3 - \$23,383.23
  - b. Live Well – Bike Education – PMT #28 - \$1,157.26
  - c. Florence Home = PMT #3 Not to Exceed \$6,661.99
  - d. City of Council Bluffs – PMT #1 – Not to Exceed \$46,401.80

Mr. Youell presented the contract payments with exceptions. Sarpy County GIS and Planning are requesting reimbursement for their work on transportation planning for the third quarter of FY 2017. Live Well Omaha's contract payment for their work in March on the Bike Education project. Florence Home for the Aged is requesting reimbursement for paratransit services they provided in January and February. The City of Council Bluffs payment is for their contracted paratransit services November 1, 2016 through March 2017, serving the elderly and disabled citizens of Council Bluffs.

MOTION Duda SECOND by Hanafan to approve the contract payments with exceptions once all necessary documentation is received. MOTION CARRIED.

3. Travel:
  - a. Mike Helgersen – Denver, CO – June 28-30, 2017- NADO Rural Transportation Conference

Mr. Youell presented the travel to the NADO conference for Mike Helgersen.

MOTION Duda SECOND by Hanafan to approve the travel as presented. MOTION CARRIED.

C. RECOMMENDATION TO THE BOARD

1. Non-Contract Payments
  - a. Nebraska Department of Roads - \$39,760.00

Mr. Youell presented the non-contract payment to the Nebraska Department of Roads for reimbursement of the federal share of a bus purchased for the Southern Sudan Community Association.

MOTION Hanafan SECOND by Duda to recommend that the Board of Directors approve the non-contract payment as presented. MOTION CARRIED.

2. New Contracts:
  - a. HDR On-Call Travel Demand Modeling – Not to Exceed \$35,000.00
  - b. Metro Transit – Automated Vehicle Location System (AVL) - \$881,250.00 Federal; \$298,125.00 match

Mr. Youell presented two new contracts to the committee that are currently in the process of being created. The contract for HDR is for continued on-call travel demand modeling services. HDR was selected as the contractor through a request for proposal process. The Automated Vehicle Location System (AVL) for Metro Transit will utilize funding that was once thought to be used for a one call center which never evolved and does not seem necessary at this time. The AVL will allow for live time tracking of buses that other transit providers may also tie into. The Federal funding for this system must be entirely expended by September 30, 2017.

MOTION Hanafan SECOND by Duda to recommend that the Board of Directors approve the new contracts as presented. MOTION CARRIED.

3. FY 2018 Budget
  - a. Funds Budget
  - b. Line Item Budget
  - c. Program Budget
  - d. Work Program

Mr. Youell presented the FY 2018 Budget items. The Funds Budget breaks out the projected FY 2018 gross revenues of \$6,346,585 by funding source. Two areas that may possibly be revised based on application approvals and legislation are the Heartland 2050- Foundation funding, and State funding to the agency. The Line Item Budget details the FY 2018 expenses of \$6,346,586. The Program Budget allocates the \$6,346,585 budget by program work element and funding source. The Unified Planning Work Program outlines the transportation related activities and projects that MAPA plans to be involved in for FY 2018

MOTION Hanafan SECOND by Duda to recommend that the Board of Directors approve the FY 2018 Budget as presented. MOTION CARRIED.

D. DISCUSSION/INFORMATION

1. Executive Director Performance Appraisal: Chair Sanders has appointed a committee to review the performance of Greg Youell.

E. OTHER

F. ADJOURNMENT

MOTION Bloomingdale to adjourn the meeting at 9:05 a.m. MOTION CARRIED